

JOB VACANCY ANNOUNCEMENT

USAID - ACCRA

Number : AID 10 – 001 January 13, 2010

OPEN TO: U.S. Citizen Appointment Eligible Family Members

POSITION: Event and Outreach Coordinator

OPENING DATE: January 13, 2010

CLOSING DATE: January 27, 2010

WORK HOURS: Part-Time: 25 hours/week

SALARY: Position Grade FP-5 (GS 10 equivalent)

LENGTH OF SERVICE: 2 years

BASIC FUNCTION OF POSITION

This position is located in the USAID/Ghana Program Office, Accra, Ghana. The Office consists of a US Direct Hire (USDH) Supervisory Program Officer, a USDH Project Development Officer, a US Personal Services Contractor (USPSC) Programs and Governance Specialist, a Foreign Service National (FSN) Development Specialist, a FSN Development Outreach Coordinator, a FSN Monitoring and Evaluation Specialist, a FSN Program Budget and Reporting Specialist, and a FSN Administrative Assistant. The Office is responsible for analysis, strategic planning, program budgeting, designing and monitoring development programs pursuant to USAID/Ghana's Strategy Statement.

The primary purpose of this position is to serve as the Event and Outreach Coordinator within the Office. The incumbent will help support and coordinate the visits of official travelers who are associated, directly or indirectly, with USAID/Ghana and help with organization of USAID/Ghana outreach activities

To obtain a copy of this vacancy announcement, and a detailed job description please log on to: http://ghana.usembassy.gov/job_opportunities.html

Interested individuals should submit cover letter and curriculum vitae with references to:

EVENT OUTREACH COORDINATOR

USAID/Ghana
P.O. Box 1630, Accra, or No. 24 Fourth Circular Rd., Accra
Or by Email: acpersonnel@usaid.gov